

**CENTRAL CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
STOREKEEPER**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Information Technology

Job Posting No: C13-023

Hours: Monday through Friday, 8 A.M. to 4:30 P.M. with a 1 hour meal period (37.5 hours per week)

Salary: \$34,698 to \$44,155 (TC-12)

Closing Date: November 20, 2012

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Knowledge of the methods of requisitioning, handling, storing and issuing of materials and supplies; knowledge of safe and efficient warehousing practices; some interpersonal skills, some oral and written communication skills; ability to keep accurate stock records and inventories.

General Experience: Two (2) years' experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed above.

Special Requirement: Incumbents in this class may be required to possess appropriate licenses or permits.

Physical Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

Working Conditions: Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit: **1)** a cover letter specifying Job Posting C13-023; **2)** a completed State application (**CT-HR-12 – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf** and **3)** the names, titles and phone numbers of two current professional references. **Application packages will not be considered without these documents. Applications must be postmarked by November 20, 2012. Faxes will not be accepted. Send cover letter, application and references to:**

**Human Resources: Teresa Velez
Davidson Hall – Room 119
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050**

(Telephone: 860-832-1756)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.